

SERVICES COMMITTEE MEETING

Monday, March 9, 2015

6:00 pm

HAMPDEN TOWN OFFICE

A G E N D A

1. MINUTES – 2/10/2015
2. OLD BUSINESS
 - a. Parks Update
 - b. Cable TV Equipment Needs Update
3. NEW BUSINESS
 - a. Pool Director/Review of Current Budget & Operations
 - b. Flag Project – Request for Town to assume
 - c. Veteran's Memorial – Request for Town to assume
 - d. Children's Day Status
4. PUBLIC COMMENTS
5. COMMITTEE MEMBER COMMENTS

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SERVICES COMMITTEE MEETING
Tuesday, February 10, 2015

Attending:

Chairman Terry McAvoy	Councilor David Ryder
Councilor Carol Duprey	Councilor Stephen Wilde
Town Manager Sue Lessard	Librarian Debbie Lozito
Jeremy Jones – Volunteer Coordinator – Papermill Park	

The meeting was opened at 6:00 p.m. by Chairman McAvoy.

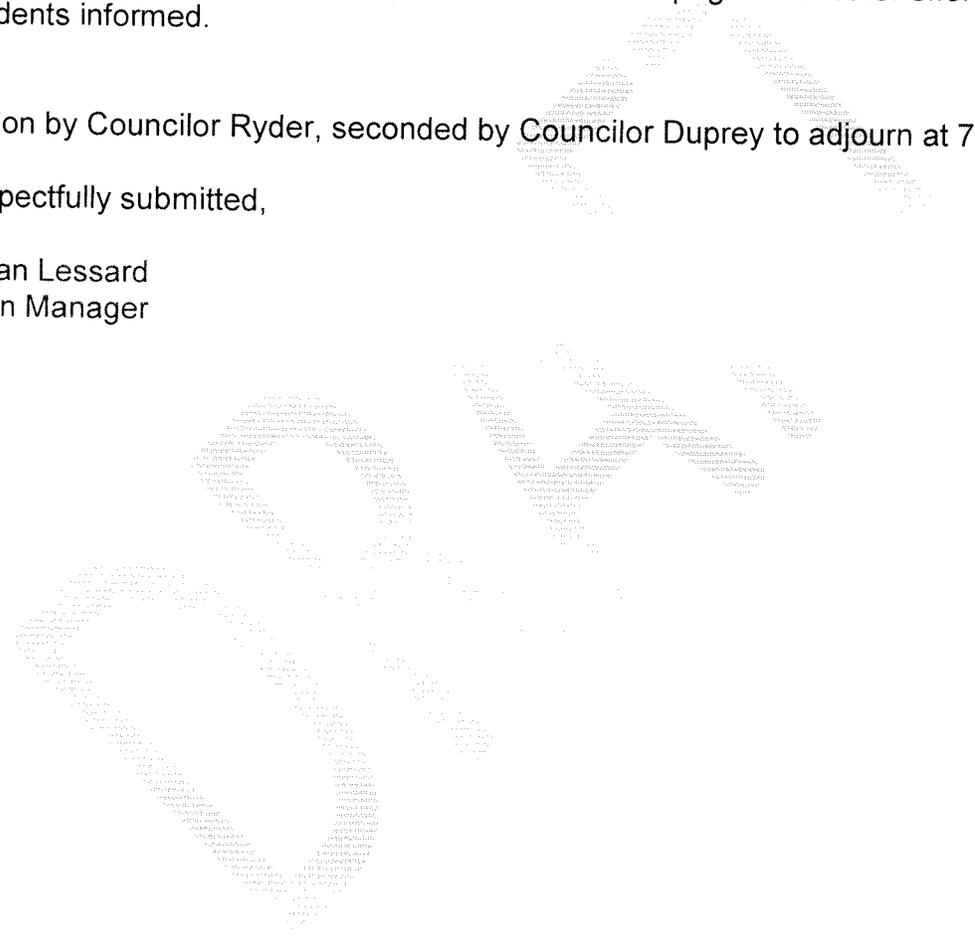
1. MINUTES – 1/12/2015 – The minutes of the 1/12/15 meeting were reviewed and approved as written by the Committee.
2. OLD BUSINESS
 - a. Park Amenities – The Town Manager distributed a sheet (copy attached) of the park amenities as well as mowing requirements of other Town Buildings and fields. Papermill Park Volunteer Coordinator Jeremy Jones indicated that having the field area at that park mowed once a month or as needed would be sufficient. He also indicated that it may not be necessary to have trash barrels dumped twice a week at that facility – that once a week may be sufficient. He also stated that he was seeking donation of materials from which to make picnic tables to help keep the costs down. Councilor Shakespeare noted that there were not currently scouts in the Eagle program to help with making picnic tables. The Manager informed the Committee that public works employees could be working on that project when they were not consumed with snow removal duties this winter. Councilor Ryder noted that the trash barrels had been donated by Coke.
3. NEW BUSINESS
 - a. Committee Re-appointment Recommendation - Joshua Sargent – Pool Board of Trustees – Motion by Councilor Ryder, seconded by Councilor Shakespeare to recommend to the Council the reappointment of Joshua Sargent to the Pool Board of Trustees. Unanimous vote in favor.
 - b. Library Budget Information – Librarian Deborah Lozito attended the meeting to answer questions from the Committee in regard to her budget and the operation of the library. Chairman McAvoy requested this review in preparation for the upcoming budget season so that Councilors could better understand what was included in the Library budget and what was involved in it its overall operation. It was noted that the Librarian had been very successful in obtaining grants to help offset costs including for a new boiler, air conditioning, a new circulation desk area, as well as many library programs.
4. PUBLIC COMMENTS – Jeremy Jones showed an example of a flyer sent out by the school that could be used as a template for the newsletter instead of the format currently done with the idea that it would be less costly to produce. In addition he encouraged the Town to send a Public Works Employee to training to become a commercial pesticide applicator to deal with poison ivy problems in Town Parks. Councilor Ryder agreed that looking into it was a good idea but cautioned that it was a lengthy and complicated process and that the chemicals involved required special storage and handling that could be a problem.

5. COMMITTEE MEMBER COMMENTS – Councilor Duprey suggested that the Town look at creating an ‘Adopt a Park’ program for businesses in which they either pay for the upkeep of the park or provide volunteers to do so. It was the consensus of the Committee that monetary donations would be the best way to go. Councilor Shakespeare suggested that the Town see how this coming year goes with the park maintenance being done by Public Works as outlined and then see if there is a way to go about getting donations. Councilor McAvoy discussed the Facebook Memo provided to the Committee by GIS/IT Specialist Kyle Severance. He had no objections to the establishment of a page as long as it was not a time intensive venture for staff and it was just used for notification purposes. There were a number of questions from other Committee members in regard to how Facebook works. It was the consensus of the Committee that the Town could publish a Facebook page as another effort to keep residents informed.

Motion by Councilor Ryder, seconded by Councilor Duprey to adjourn at 7:05 p.m.

Respectfully submitted,

Susan Lessard
Town Manager



2a

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: March 5, 2015
RE: Item 2-a Services Agenda 3-9-15

The purpose of this memo is to update the Services Committee on the status of Parks and Recreation activities. Attached is a copy of a photo of a type of charcoal grill that we can get to replace those at Dorothea Dix Park – they are less expensive than those that we would have made at a metal shop. We will be purchasing them so that when the park is readied for the season they can be installed.

Also, I have attached a copy of a meeting notice put out by Recreation Director Shelley Abbott for a meeting to be held on March 26th at 6:30 at the Skehan Center to begin discussions with the Recreation Committee and other interested residents about a long term recreation plan for Hampden. I would encourage Councilors who are interested in this process to attend.

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Outdoor Charcoal Grill

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QuickShip in 2 BUSINESS DAYS for quantity up to 4 units.

Item #: 166-1300 \$230.00/ EA

Qty: 1

Add to Cart

Estimate Freight



- Adjustable grill height
- High quality steel construction
- Rotates 360 degrees
- Textured powder-coated finish
- High-Temp Enamel cooking surface

2 Day QuickShip

Mounting Option eligible for Surface or Inground

Click to Select Mounting Option

Follover to Zoom



Facebook +1 Tweet 0

Description Specifications

This Grill Sizzles!

This new exclusive grill is a welcome addition to our extensive collection of park grills. It's a high-quality park grill with an attractive low price. It features an in-ground mount, textured powder-coated finish, and adjustable grill height.

The cooking surface is coated with High-Temp Enamel. The rack is made of 1/2" steel rods. Firebox is made of 7 gauge steel. The pole is 2-3/8" OD Schedule 40 Steel

- 300 Sq. In. Cooking Area
- Firebox Dimensions: 14" x 20 1/2" x 10"
- Overall dimensions: 25"W x 50"H (14" goes In-Ground; 36" above ground)
- High Quality!
- Low Price!
- Powder-Coat Finish
- Adjustable Grill Height
- In-Ground Mount
- Grill rotates / swivel 360 degrees

2 Day QuickShip

Related Items



All-Aluminum Picnic Table

Item #: 129-1178 Price: \$501.00



32 Gallon ADA Bear Resistant Trash Receptacle

Item #: 421-1001 Price: \$1194.00

Meeting Wizard

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Thursday March 5, 2015

[New Users >>](#) [QuickStart](#) [Sign-Up](#) [Tour](#)

Request for: manager@hampdenmaine.gov [handhelds](#)

You have already responded as indicated below.

The meeting event has been confirmed.

If you need to change your original response, please make your changes below and resubmit your response. Remember however that the organizer may have already been counting on your participation based on your previous response.



[View other responses](#)

Meeting Event Details

Organizer: Shelley Abbott (will also be attending)

Subject/Purpose: Recreation Planning Meeting

Format: face-to-face

Confirmed Start Date/Time: **Thursday March 26, 2015 6:30 PM**

Timezone: Eastern Time

Duration: approximately 1 hour 30 minutes

Proposed Location: Skehan Recreation Center
1 Main Road North
Hampden, ME 04444

Current Participants: -- click to view list --

Message from Organizer: Committee meeting to begin work on the process of the formation of a written Recreation Plan for the Town of Hampden, based on the guidelines outlined in the Town of Hampden Comprehensive Plan, and on goals determined for the the [non-scrolling message](#)

Start Date/Time - please indicate your availability

Timezone: Eastern Time

Reply here ▶

Yes, I'm available for the following date:

Thursday March 26, 2015 6:30 PM

-or-

No, I'm unavailable for this date.

If necessary, add very brief comments for the organizer:

You may see other responses once you respond.

[Questions?](#)

[Continue >>](#)

2b

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: March 5, 2015
RE: Cable TV Needs Update – Item 2b on 3/9/15 Agenda

The purpose of this memo is to discuss item 2b on the March 9th agenda for the Services Committee. Denise and Kyle and I have a meeting with Rodney Verrill from NESCOM on Monday to discuss information he has compiled regarding an updated system for the Town of Hampden.

I will be bringing that information to the Committee meeting on Monday night.

3a

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: March 5, 2015
RE: Pool Review - Item 3-a 3-9-15

The purpose of this memo is to transmit a copy of the taxation budget for the Lura Hoit Pool for 2014/15, which is the current year budget. Director Darcey Peakall will be in attendance at the meeting to present information regarding the operation of the pool, programming, participation, etc. Chairman McAvoy has requested that each of the Departments whose activities fall under the Services Committee attend a meeting to discuss their budget in advance of this year's budget meetings. The Library was discussed at the February meeting and the Recreation Department will be in attendance at the April meeting.

2014/15
Budget
Adopted 6/16/2014

Account Number	Account Name	10/11 Budget	10/11 Expended	11/12 Budget	11/12 Expended	12/13 Budget	12/13 Expended	13/14 Budget	13/14 Expended	2014/2015 Budget
20-20	Lura Hoit Pool									
20-20-01-05	Wages	\$175,553.00	\$174,666.00	\$175,905.00	\$173,636.00	\$180,690.00	\$172,395.00	\$181,617.00	\$182,146.00	\$182,966.00
20-20-05-01	FICA/Medicare	\$13,094.00	\$13,241.00	\$13,457.00	\$13,146.00	\$13,823.00	\$13,098.00	\$13,894.00	\$13,859.00	\$13,997.00
20-20-05-05	Retirement	\$6,173.00	\$6,773.00	\$6,708.00	\$6,909.00	\$7,082.00	\$7,082.00	\$7,160.00	\$7,203.00	\$7,273.00
20-20-05-10	Workers' Comp	\$4,000.00	\$5,477.00	\$4,120.00	\$5,373.00	\$4,987.00	\$3,495.00	\$4,700.00	\$4,791.00	\$0.00
20-20-05-15	Health Insurance	\$15,849.00	\$16,398.00	\$17,013.00	\$17,410.00	\$17,959.00	\$18,468.00	\$17,959.00	\$19,464.00	\$0.00
20-20-05-20	Life Insurance	\$267.00	\$226.00	\$267.00	\$226.00	\$226.00	\$226.00	\$226.00	\$226.00	\$0.00
20-20-05-25	Dental Insurance	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$150.00	\$0.00
20-20-10-01	Office Supplies	\$997.00	\$891.00	\$1,025.00	\$1,041.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-10-05	Postage/shipping	\$450.00	\$264.00	\$450.00	\$266.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-10-20	Supplies/Materials	\$1,050.00	\$528.00	\$1,050.00	\$904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-10-80	Chlorine	\$6,188.00	\$8,208.00	\$6,629.00	\$6,660.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-15-01	Telephone	\$996.00	\$939.00	\$996.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-15-05	Electricity	\$25,047.00	\$22,005.00	\$22,000.00	\$19,951.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-15-10	Fuel	\$51,555.00	\$49,116.00	\$55,400.00	\$45,103.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-15-15	Water	\$3,000.00	\$2,903.00	\$3,000.00	\$3,904.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-15-20	Sewer	\$3,000.00	\$2,759.00	\$3,000.00	\$2,987.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-20-05	Equipment Maint.	\$10,000.00	\$14,533.00	\$13,000.00	\$16,418.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-20-35	Building Maintenance	\$4,500.00	\$4,803.00	\$4,500.00	\$4,296.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-30-01	Advertising	\$1,100.00	\$748.00	\$1,100.00	\$1,338.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
20-20-30-80	Travel/Training	\$1,500.00	\$1,579.00	\$1,500.00	\$1,432.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	20-20- Total	\$324,469.00	\$326,207.00	\$331,270.00	\$322,150.00	\$224,917.00	\$214,914.00	\$225,706.00	\$227,839.00	\$204,236.00

Lura E. Hoit Memorial Pool

Initial Request Worksheet Taxation			
July 2013 - June 2014	Dept/Div: 20-20 REC/CULTURE / L HOIT POOL		
	Account	Current Budget	Budget Request
		2013 - 2014	2014 - 2015
COMPENSATION			
	01-01 SALARIES		
	01-05 WAGES	\$ 181,617.00	\$ 181,617.00
INSURANCE			
	05-01 FICA/MEDI	\$ 13,894.00	\$ 13,894.00
	05-05 MSRS/ICMA-ER	\$ 7,160.00	\$ 7,160.00
	05-10 W/C	\$ 4,700.00	4,700.00
	05-15 HEALTH	\$ 17,959.00	17,959.00
	05-20 LIFE	\$ 226.00	226.00
	05-25 DENTAL	\$ 150.00	150.00
	05-35 LIABILITY		
	Total Taxation no increase	\$ 225,706.00	\$ 225,706.00
Initial Request Worksheet Enterprise			
July 2013 - June 2014	Dept/Div: 20-20 REC/CULTURE / L HOIT POOL		
	Account	Current Budget	Budget Request
SUPPLIES			
	10-01 OFFICE	\$ 913.00	\$ 913.00
	10-05 POSTAGE/SHIP	\$ 450.00	\$ 450.00
	10-10 GENERAL EXP		
	10-15 BOOKS/PUBL		
	10-20 SUPPLY/MATRL	\$ 1,050.00	\$ 1,050.00
	10-80 Chemicals	\$ 6,943.00	\$ 7,033.00
	10-82 LANDSCAPING		
	10-99 MISC.		
UTILITIES			
	15-01 TELEPHONE	\$ 1,039.00	\$ 1,039.00
	15-05 ELECTRICITY	\$ 22,000.00	\$ 22,000.00
	15-10 FUEL	\$ 55,250.00	\$ 48,000.00
	15-15 WATER	\$ 3,250.00	\$ 3,250.00
	15-20 SEWER	\$ 3,000.00	\$ 3,000.00
MAINT/REPAIR			
	20-01 EQUIP.REPLAC		
	20-05 EQUIP.MAINT.	\$ 13,000.00	\$ 14,000.00
	20-25 VEHICLE MAIN		
	20-35 BLDG MAINT.	\$ 4,500.00	\$ 4,500.00
	20-45 STATION #2		
PROF.SERVICE			
	30-01 ADS	\$ 800.00	\$ 800.00
	30-80 TRAIN/TRAVEL	\$ 1,500.00	\$ 1,500.00
Total		\$ 113,695.00	\$ 107,535.00
Estimated Revenue Budget		\$ 155,000.00	\$ 155,000.00

SESSION II

SWIM TEAM SEASON

WEEKDAY BREAKDOWN

DAY	STAFF NEEDED	SHIFT HOURS	HOURS PER WEEK	TOTAL STAFF HOURS
MONDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
TUESDAY	1	2:45 - 4:45	2	2
	3	4:45-8:00	3.25	9.75
WEDNESDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
THURSDAY	1	2:45-4:45	2	2
	3	4:45-9:00	4.25	12.75
FRIDAY	1	2:45-5:15	2.5	2.5
	3	5:15-8:00	2.75	8.25
Total per week 27.25				
TOTAL STAFF HOURS				58.75

Session II 10 Weeks Plus 1 Week No Lessons									
	Weekday 6:00AM- 8:30AM Mon- Fri	Weekday 8:30AM - 11:00AM Mon- Fri	Weekday 11:00AM- 1:30PM Mon-Fri	Weekday 3:00PM - 8:00PM Mon- Fri	Weekday 3:00PM - 8:00PM Mon- Fri	Supervisor Nights M,W,F 3Nights	Weekend Sat/Sun Staff 10:00AM- 8:00PM	Weekend Sat/Sun Supervisor 10:00AM- 8:00PM	
Staff Needed	1	2	1	1 to 3	1	1	6	2	
Hours Per Week	12.5	12.5	12.5	27.25	15	15	10	7	
Total Staff Hours	12.5	25	12.5	58.75	15	15	60	14	
Average Wage	\$ 11	\$ 12	\$ 12	\$ 8	\$ 8	\$ 11	\$ 8	\$ 11	
Weekly Cost	\$ 138	\$ 300	\$ 150	\$ 470	\$ 165	\$ 165	\$ 480	\$ 154	
Total Weeks	11	11	11	11	11	11	11	11	
Total Cost	\$ 1,513	\$ 3,300	\$ 1,650	\$ 5,170	\$ 1,815	\$ 1,815	\$ 5,280	\$ 1,694	
						TOTAL		\$ 20,422	

Break Weeks 4 Weeks

Christmas Vacation Week

New Years Vacation Week

February Vacation Week

April Vacation Week

closed one
day for
holiday each
week

	Weekday 6:00AM- 8:30AM Mon-Fri	Weekday 8:30AM - 11:00AM Mon-Fri	Weekday 11:00AM- 1:30PM Mon-Fri	Weekday 3:00PM - 8:00PM Mon-Fri	Supervisor Nights M,W,F 3Nights	Weekend Sat/Sun Staff 10:00AM- 8:00PM	Weekend Sat/Sun Supervisor 10:00AM- 8:00PM
Staff Needed	1	2	3	3	1	6	2
Hours Per Week	10	10	10	20	15	10	7
Total Staff Hours	10	20	30	60	15	60	14
Average Wage	\$ 11	\$ 12	\$ 8	\$ 8	\$ 11	\$ 8	\$ 11
Weekly Cost	\$ 110	\$ 240	\$ 240	\$ 480	\$ 165	\$ 480	\$ 154
Total Weeks	4	4	4	4	4	4	4
Total Cost	\$ 440	\$ 960	\$ 960	\$ 1,920	\$ 660	\$ 1,920	\$ 616
					TOTAL		\$ 7,476

3 b+c

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: March 5, 2015
RE: Items 3 b & 3 c, 3-9-15 Agenda

The purpose of this memo is to provide some background for these two items. Alison Berube came to my office on March 4, 2015 to discuss the possibility of the Town of Hampden taking over the flag project entirely as well as the Veteran's Memorial.

The flag project currently has a group that supplies the flags and puts them up in the Spring. The Public Works Department takes them down in November after Veteran's Day when the Christmas Decorations are put up. She said that the group has about \$1500 in its treasury that it would turn over to the town to help pay for the project. She indicated that she would be sending me a written request for this. I have not yet received it but if I do prior to the Committee meeting I will bring it with me.

The Veteran's Memorial project involves collecting names to add to the memorial and contracting for the work to be done to add them. They have approximately \$7,000 in their treasury that would be turned over to the Town in the fall after the current list of names is added to the memorial. She indicated that the group has an application form for those who wish to add a name as well as the guidelines for who is eligible to be added. She is supposed to be providing additional information on this request as well.

3d

TO: Services Committee
FROM: Sue Lessard, Town Manager
DATE: March 5, 2015
RE: Children's Day, Item 3-d, 3-9-2015

The purpose of this memo is to discuss the status of the Children's Day event.

As background, the role of the Town in Children's Day over the years has been to provide insurance for the event and for the Recreation Department to assist the Children's Day Committee with preparations for the event and the event itself. This Committee has had its own fundraising and its own treasury. It has had overall responsibility for the planning, organizing, implementation and clean-up of the event.

Long-time members of the Committee are no longer participating and Shelley Abbott, Recreation Director has held three separate meetings to see if sufficient people would step forward to do this event. While the Town is able to assist – it is not able to fundraise, organize, operate and clean up after the event. This past year the number of people available on the day of the event to oversee all that was planned was so small that safety became a concern.

Former Mayor Janet Hughes responded to information sent out by Shelley that indicated that without more community members stepping forward the event would have to be cancelled for this year. I have attached a copy of her email and if possible she will be at the meeting.

Hampden Children's Day 2015

10/14/14 Wrap up meeting held-3 in attendance, emails received by 3 folks indicating interest (none of whom have ever responded to other following emails)

1/5/15 Date set for January organizational meeting , email sent to past committee and new interest, meeting notice posted on Facebook (1/6/15) and BDN Electronic (posted 1/6/15) and Weekly (1/15/15 edition), Meeting Reminder on Facebook (1/14/15)

1/15/15 Meeting held-1 in attendance (from Old Town), 3 emails indicating interest in helping 2 indicated not interested in holding officer position, 1 indicated move out of state to remove from email list

1/16/15 Meeting Minutes Emailed to past committee contacts, 3 email responses 2 indicating interest but meeting day/time didn't work, 1 indicated cannot help in 2015, posted on Facebook (2/16/15)

Spoke to Town Manager Lessard who indicated to try one more time and get some print help with BDN Dawn Gagnon. Multiple attempts to reach Dawn and submitted an article on my own on the behalf of HCD on BDN Electronic (posted 2/11/15) and Weekly (2/19/15) with next meeting date.

2/4/15 Updated past committee contacts on plan to move forward

2/11/15 Provided email contact to past committee and Facebook inquiries on next meeting date

2/17/15 HBA promoted HCD Meeting and need for volunteers to its membership via email

2/23/15 Organizational Meeting held-3 in attendance (2 from Old Town, 1 from Bradley), decided we could not move forward at this time without committee elections and participation per by laws and volunteer needs for a 2015 event unmet, reminder for this meeting on Facebook (2/23/15)

2/24/15 Meeting minutes were typed but held after receiving a phone call indicating interest and comments that the caller could muster up some additional help. I asked caller to confirm and get back to me.

3/4/15 After not receiving a call back from the 2/24/15 caller I electronically distributed meeting minutes to past committee contacts/current new inquiries

3/4/14 Received calls/contacts from McBean race organizer for clarification on what it meant for the race, and from the 2/24/15 caller who did not get the family support she anticipated and was reluctant to commit other than herself and spouse

I continue to work for the HCD committee on an as needed as available basis. I check the post office box on a monthly basis, respond to phone, email and facebook inquires on their behalf, and make deposits as needed as I am currently in possession of the check book for the organization. I have completed federal filing for the 501-c-3 (that was not completed in 2012) last October and will complete state filing before June 1st for the organization. (I have been in contact with the state on how to file without a current active board.)

*Kelly
Abbott
3/5/15*



Susan Lessard <manager@hampdenmaine.gov>

Organizational Meeting HCD 2/23/15 Minutes

1 message

Hampden Recreation Dept. <recreation@hampdenmaine.gov>

Wed, Mar 4, 2015 at 1:54 PM

To: ang0483@yahoo.com, aparks@emcc.edu, "farrah.carmichael02@gordon.edu" <farrah.carmichael02@gordon.edu>, nvr2182hvfun@aol.com, asycjy825 <asycjy825@yahoo.com>, Bette <bette@affm.net>, Cathy Garnett <garnettcathy@yahoo.com>, "clgray@camdenational.com" <clgray@camdenational.com>, Coon-Levesque Family <gslevesque@tds.net>, "courtney@alliancecm.me" <courtney@alliancecm.me>, Deana Small <dinmaine@gmail.com>, Eric Dashiell <eddashiell@gmail.com>, Frances Alsbrook <falsbrook@gmail.com>, Jamie Roy <jroy@emhs.org>, Janet Hughes <jhughes@hughesbrosinc.com>, Jim Penney <JEP366@gmail.com>, "kfield@rsu22.us" <kfield@rsu22.us>, Kristine McBean <read4meabc@hotmail.com>, Marjorie Earl <hampdenata@aol.com>, "robynfransen@tds.net" <robynfransen@tds.net>, Samantha Gardner <sgardner2222@gmail.com>, Shelby Wright <shelby.d.wright@gmail.com>, Trever Kohls <trexentertainment11@gmail.com>, "x9xer@yahoo.com" <x9xer@yahoo.com>, John Alley <jalley6580@aol.com>
Cc: Susan Lessard <manager@hampdenmaine.gov>

The (second attempt) 2015 Organizational Meeting For Hampden Children's Day was held 2/23/15 at the Skehan Recreation Center. This meeting was advertised on the Facebook Friend Page, Facebook Fan Page, through Committee Email, and in the Bangor Daily News (online), and the 2/9/15 Weekly.

Attending: Shelley Abbott (Town of Hampden Liaison), Cathy Carnett (Old Town), Deedy Birmingham (Bradley), and Alivia Diaz (Old Town),

Email Received From: Cindy Penney expressing interest in helping, but did not wish to take part in a officer position, but was ill, Angela Parks interested she could not attend due to teaching a class in Dover, Bette Hoxie AFFM is interested in helping with the event day bike decorating, but cannot help with committee, and Janet Hughes who is interested but could not attend due to a business commitment .

Calls Received From: (on 2/24/15) Desiree Hughes interested in helping an will talk with family members to see interest level in committee work. No further response as of 3/4/15.

Financials: The HCD Account has \$7057.20 in the account.

The following was discussed:

Ideas for 2015 Programming:

Fireman's Muster

Dunk Tank

Children's Booth Games

Continuous Art Wall or Art Activities

Slip and Slide

Ideas for 2015 Entertainment:

HA Musicians

Morita's Dance

Hampden ATA Karate

Need for shade for performers in heat....

Ideas for 2015 Fundraising:

Danny Baker offered to schedule a fundraiser magic show with a 50-50 take
Bowling Tournament
50-50 raffles at Hampden Academy sports events

Ideas for 2015 Food Vending:

Deedy and Cathy have found 4 home grills to help HCD offer Hamburgers and Hot Dogs with John Alley's French Fries and Doughboys.

Ideas for 2015 Volunteers

2016 Project Graduation Kids?

Sports Teams?

Scouts?

Could small donations be made to volunteer organizations for their help?

Potential Date for 2015 Event: August 15, 2015 (36th Annual)

Decision was made that there was not enough interest to form a committee to forge ahead on a 2015 event. There was desire to try to continue to recruit and begin early planning for a 2016 event.

Need for a public announcement for the inability to hold a 2015 event due to the lack of volunteer committee, programming, fundraising and event day support. Public announcement should be made soon in multiple formats...web based, Facebook, Town Council Meeting.

Respectfully Submitted,

Shelley Abbott

Recreation Director-Town of Hampden

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Hampden Recreation Department

Town of Hampden

106 Western Avenue (mailing)

1 Main Road North (physical)

Hampden, ME 04444

ph. 207-862-6451

fx. 207-862-5067

www.hampdenmaine.gov



Susan Lessard <manager@hampdenmaine.gov>

Organizational Meeting HCD 2/23/15 Minutes

Janet Hughes <jhughes@hughesbrosinc.com>

Thu, Mar 5, 2015 at 11:56 AM

To: "Hampden Recreation Dept." <recreation@hampdenmaine.gov>, ang0483@yahoo.com, aparks@emcc.edu, farrah.carmichael02@gordon.edu, nvr2182hvfun@aol.com, asycjy825 <asycjy825@yahoo.com>, Bette <bette@affm.net>, Cathy Garnett <garnettcathy@yahoo.com>, clgray@camdenational.com, Coon-Levesque Family <gslevesque@tds.net>, courtney@alliancecm.me, Deana Small <dinmaine@gmail.com>, Eric Dashiell <eddashiell@gmail.com>, Frances Alsbrook <falsbrook@gmail.com>, Jamie Roy <jroy@emhs.org>, Jim Penney <JEP366@gmail.com>, kfield@rsu22.us, Kristine McBean <read4meabc@hotmail.com>, Marjorie Earl <hampdenata@aol.com>, robynfransen@tds.net, Samantha Gardner <sgardner2222@gmail.com>, Shelby Wright <shelby.d.wright@gmail.com>, Trever Kohls <trexentertainment11@gmail.com>, x9xer@yahoo.com, John Alley <jalley6580@aol.com>

Cc: Susan Lessard <manager@hampdenmaine.gov>

Good Morning, I would like to better understand what has happened to the level of interest. Is it that people don't care about the Children's Day or we need some folks to drive the efforts? I don't want to see Children's Day go to the way side. But nothing worse than spending a lot of time on something the people do not want.

If perhaps we could coordinate a meeting date and time that works for everyone, it would be very helpful. Maybe like throw out a week and pick days and times when most people could attend. I'd be interested in a lunch meeting, early breakfast meeting, or afternoon meeting next week or night meeting the following week so I could schedule it.

I've talked to a few folks and the question seems to be

What does it entail and what is needed?

What do the committees look like?

Could we get a sheet of bullets of what positions and what committees then it would be much easier to volunteer..or find volunteers?? Right now, from the outside, it looks a little scary to someone who works (including me) as that there is no help at all and that volunteers would be saddled with it all. . A thought I had was what about Kurt Mathies and/or Tom Brann and his family? Kiwanas? Folks at Hamlin Marine. Former officers just as a supporting role. I'm thinking we the need some young energy and also some old timers who know the success of the program before, or just figure out how to get the money back to people who did support it.

I don't think Facebook and the Web site are the answer. But maybe brainstorm those people who can make things happen, and call them directly. I didn't see any of those advertisements. Probably cause I'm old and

not as internet and Facebook savvy as the rest. J I certainly support cancelling it as you all know best.

Those are my thoughts.

Janet Hughes

From: Hampden Recreation Dept. [mailto:recreation@hampdenmaine.gov]

Sent: Wednesday, March 04, 2015 1:55 PM

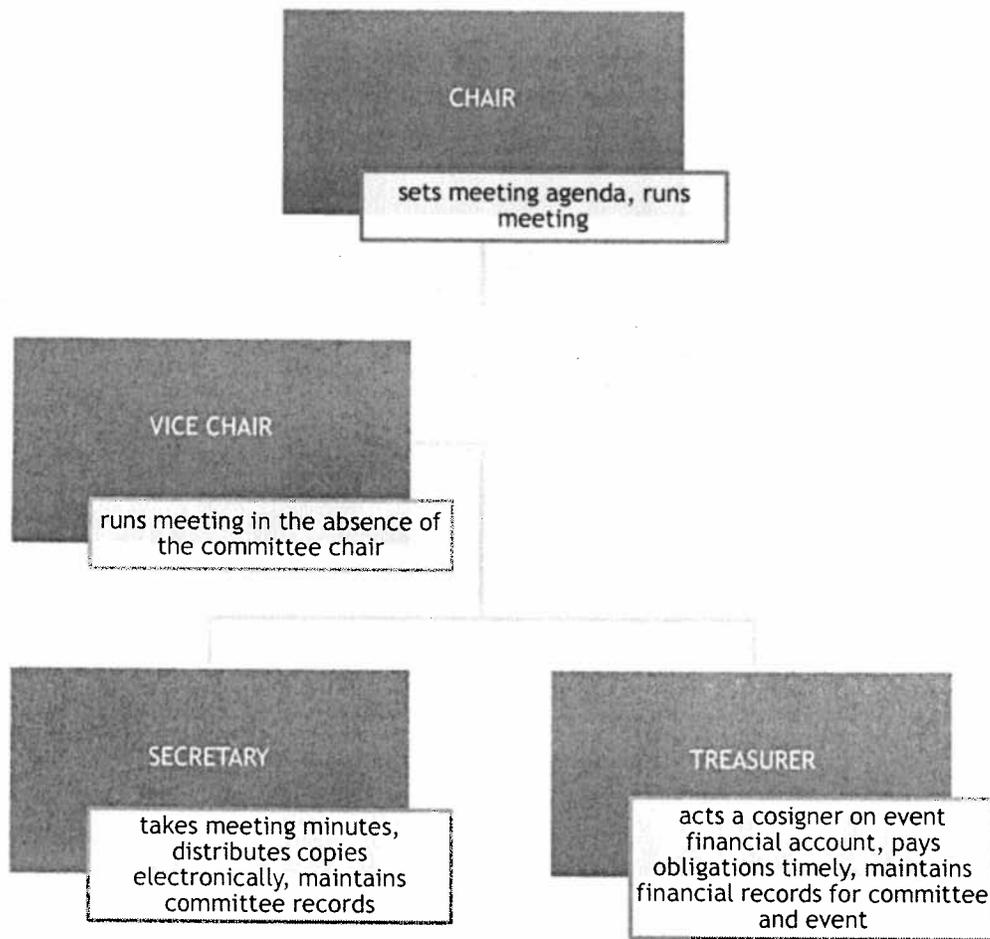
To: ang0483@yahoo.com; aparks@emcc.edu; farrah.carmichael02@gordon.edu; nvr2l82hvfun@aol.com; asycjy825; Bette; Cathy Garnett; clgray@camdennational.com; Coon-Levesque Family; courtney@alliancecm.me; Deana Small; Eric Dashiell; Frances Alsbrook; Jamie Roy; Janet Hughes; Jim Penney; kfield@rsu22.us; Kristine McBean; Marjorie Earl; robynfransen@tds.net; Samantha Gardner; Shelby Wright; Trever Kohls; x9xer@yahoo.com; John Alley

Cc: Susan Lessard

Subject: Organizational Meeting HCD 2/23/15 Minutes

[Quoted text hidden]

Hampden Children's Day Committee



HAMPDEN CHILDREN'S DAY BY-LAWS***

NAME AND PURPOSE

Hampden Children's Day had its humble beginnings with the publication of the "Gold Book" --A Public Safety Handbook which was published and distributed by the Police and Dispatcher Association of Hampden in the interest of the safety of our citizens in 1974. The proceeds raised from the "Gold Book" were to benefit the children of Hampden and a summer outing was planned in the Summer of 1976. In contrast, the Hampden Kiwanians annually held the Kiwanis Field Day in the fall for the community's children.

The Hampden Public Safety Employee's Association (HPSEA) wanted to do something unique for children of all ages in our area so in 1979, they sponsored "Hampden Children's Night"-- an evening with fireworks, ice cream and a band concert by members of the Anah Shrine Band. In 1980, sky diver Mike Ryan jumped from an airplane at 800 feet landing in the middle of the football field; every child received a balloon and there was still the Anah Shrine Band and ice cream. Funding for this day over the past two years came from dues paid by the nine (9) members of the local bargaining unit of the Hampden Police and Fire Departments.

When August 1981 came around, the Hampden Public Safety Employee's Association (HPSEA) put together a day's activities which included a 5-kilometer road race and a parade with more than 65 units--all supported by donations given by local businesses. At the end of this year's event, thoughts about teaming up with the Kiwanis Field Day were considered. The fourth year brought about major changes: the Hampden Kiwanians moved their Annual Field Day held each September to August--our Children's Day; each organization held their own separate events on the Day; and The Hampden Public Safety Employee's Association (HPSEA) felt that the day's events had grown into more than their Association could handle alone. Thus, the Hampden Children's Day Committee was established in 1982 to promote Hampden Children's Day annually on the second Saturday of August--during the third year (1984), the date to hold the Day was changed permanently to the third Saturday of August each year. This celebration will focus upon the children of the Town of Hampden, their families and all others who join in the festivities.

BY-LAWS

These By-laws should be considered as a guideline to be used by the Chairman and Committees at their discretion to prepare for the Annual Hampden Children's Day as they see fit. By-laws can be amended or changed and must be presented to the Committee at least sixty (60) days prior to a vote. Bylaw changes and amendments must pass by a 2/3 vote of those in attendance and will become effective immediately.

OFFICERS AND THEIR DUTIES

Any member of the Committee may serve as Chairman, Vice-Chairman, Secretary or Treasurer for a term of one (1) year. There will be an election of officers each year, preferably at the first meeting after Hampden Children's Day. At that election, a minimum of ten (10) members shall be present for a quorum. In any event, all elections will be held before September 30. There will be no limit of years that a person can hold office, if duly elected. The Chairman may establish as many subcommittees as deemed necessary and may appoint the leader for each of those subcommittees.

EXECUTIVE COMMITTEE

CHAIRMAN: The Chairman should be a member of the Hampden Children's Day Committee for at least one (1) year prior to being considered for this office. The Chairman is in charge of running meetings; appointing subcommittee chairpersons; and is "ex-officio" to all subcommittees. The Chairman shall appoint a person or persons to review the Children's Day Committee By-Laws as needed and to report to the Hampden Children's Day Committee on their findings. The Chairman is responsible for maintaining the records of Hampden Children's Day and sees that such records are passed on to his/her successor each year.

VICE-CHAIRMAN: The Vice-Chairman is responsible for assisting the Chairman as needed and substituting for the Chairman in his/her absence. The Chairman and Vice-Chairman shall coordinate the activities of the Hampden Children's Day. The Vice-Chairman shall oversee that the activities planned by Special Events on Hampden Children's Day are carried through smoothly.

SECRETARY: The Secretary is in charge of maintaining records of Committee meetings; writing and distributing minutes of these meetings to the Committee membership; is responsible for informing members of upcoming meetings and is responsible for all correspondence between the Committee and other concerns.

TREASURER: The Treasurer is responsible for receiving all monies; maintaining a bank account; and submitting written reports to the Committee on the financial status of the Hampden Children's Day Committee.

Hampden Children's Day By-Laws

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In the event of the death or resignation of an officer or committee chairperson, the Hampden Children's Day Committee shall appoint a replacement to complete the term at the next scheduled meeting. In the event that person is the Chairman, the Vice-Chairman shall complete the term.

MEETINGS

The Chairman will preside at all meetings of the Hampden Children's Day Committee or the Vice-Chairman in his/her absence. Meetings will be held at least monthly or more frequently as the Chairman may see fit. Any resident of the Town of Hampden may serve on the Hampden Children's Day Committee. Residents of other towns may also serve on the Committee and be elected to office.

CHILDREN'S DAY COMMITTEE: The Hampden Children's Day Committee will facilitate and coordinate all the events for any Hampden Children's Day sponsored event held prior to or on the day of, i.e., day of events would include items such as musters, children's games, indoor and outdoor shows, and all food concessions and vendors. This Committee reserves the right to refuse applications from vendors who would conflict or compete with existing vendors or participants. Only non-profit and community-based organizations will be permitted to vend their products in order to receive financial benefit. All vendors shall submit a completed application with appropriate fee at least two (2) weeks prior to the day. In the event an application is rejected by the Hampden Children's Day Committee, the requested fee shall be returned to the vendor. Nothing consumable will be sold unless the vendor offers proof of "product insurance" at least two (2) weeks prior to the day. All organizations sponsoring children's games for profit will pay a fixed charge to the Committee. Likewise, any organization selling food or wares will be subject to a fixed charge. A fixed charge is an amount to be established by the Hampden Children's Day Committee at its first meeting. Donations above this fixed charge will be welcomed. Shortly before and during the fireworks, vendors will not be permitted to sell their wares among the crowd. Vendors will be permitted to sell wares, on foot and without conveyances, during the day providing they have met the provisions of this paragraph.

STANDING COMMITTEES

The Hampden Children's Day Committee will prepare annually for the celebration through the activities of the following Standing Committees as well as any special committees so designated by the Chairman.

1. FUNDRAISING. This Committee will be responsible for the collection of all monies used to offset the expenses of Hampden Children's Day. Fundraising may involve any of a number of community activities, such as bake sales, yard sales, suppers, raffles, car washes, T-Shirts and memorabilia sales. In addition, this Committee may seek out extraordinary means to raise money, such as large sports events or any other function which would also enhance the spirit of Hampden Children's Day. The Committee would solicit donations from local businesses as well as other interested donors by mail, telephone and personal contact. This Committee would assist the Chairman in determining an initial budget for the celebration and ensuring that all expenses can be readily met.

2. PARADE. This Committee would contact all interested parties for the Hampden Children's Day Parade and establish a line of march to ensure an orderly procession. It will work closely with the Hampden Police Department to assure that safety to participants and spectators is a priority. The Committee will see to it that children in the parade, especially those on floats, are properly supervised and safely secured. No participants shall throw any objects from a moving vehicle for any reason. While politicians (those elected to or candidates for public office) may take part in the parade, they may not distribute handouts nor provide any political material during the day. Groups engaged in established socially or politically controversial activities may be excluded from the Hampden Children's Day celebration; the Hampden Children's Day Committee reserves the right to accept or refuse any and all applications.

3. FIREWORKS. This Committee will assist in the preparation of the evening's firework display. The Chairperson of this Committee should be a licensed pyrotechnician whose knowledge of the manufacture and use of fireworks will ensure the safety of those engaged in the display as well as spectators. The Committee Chairperson and/or the licensed pyrotechnician responsible for the display will be in a unique situation to determine if all conditions are appropriate for the display and may postpone or cancel the exhibition in the event of inclement or unfavorable factors. Whenever possible, the Committee Chairman will be notified in a timely fashion as of such actions.

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4. SPECIAL EVENTS. This Committee will work closely with the Chairman and Vice-Chairman in the preparation and achievement of all other activities of the day beyond the parade and fireworks.
5. CLEAN-UP. This Committee will contact volunteers from service groups and other agencies, as well as members of the community, to assist in the cleaning of the parade route, school grounds and any other area affected by the day's events. The Committee should ensure that all private properties are returned to their proper order. The Clean-Up will take place on the Sunday after Children's Day.

**VOTE ON FINAL DRAFT OF BY-LAWS CONDUCTED AT
REGULAR MONTHLY MEETING HELD ON MONDAY,
MARCH 14, 1994; BY-LAWS BECOME EFFECTIVE SIXTY (60)
DAYS AFTER DATE VOTED ON WHICH IS FRIDAY, MAY 13, 1994.**

Committee Board	Fundraising	Food Vendors	Entertainment	Logistics	Parade	Fireworks	Solicitation
<ol style="list-style-type: none"> Chair Vice Chair Secretary Treasurer 	<ol style="list-style-type: none"> Bowling Tourney (March-April) Golf Tourney (June) Youth Video Dance with Chuck Foster Chili Cook off and Auction 	<ol style="list-style-type: none"> Contact for Public Seeking to Non Profits First Choice Non Duplication of Offerings Spacing of Service Lines For HCD as a food vendor Ordering of Food Supplies and All Vendor locations noted at Electricity Needs Propane Needs Food Lines blocking walk Relocation for Fireworks 	<ol style="list-style-type: none"> Budget Audience vs Time of Day Afternoon and Evening Location for Entertainers Entertainer Needs, electricity, contracts, and payment Event day Variation in offerings from year to year Evening entertainment at No events after 4 due to attendance 	<ol style="list-style-type: none"> Janitorial Staff Public Safety Porta Potty Trash Returnables Barriers Onsite Electricity Supplemental Electricity Onsite Audio Parking Handicap Parking Tee Shirts Committee and Map for walk through and point Propane Tanks needs HCD 2-3 Generators for HA Extension cords Activity Signage Event Signage Audio Provider Handicap Parking Pets on grounds 	<ol style="list-style-type: none"> Advertising Forms to enter Traffic route-detour Political Campaigns Candy Throwing Line Up Anah Temple Units Grand Marshal and Parade Awards Tees For Theme/Poster Signage for judging Announcer Awards, leftovers Flow of traffic at HA 	<ol style="list-style-type: none"> Show Negotiation Deposit Permits RSU 22 Blessing Hampden Clean Up of Debris on Glow Rope Sales Bucket Brigade Parking for handicap Traffic control Safe zone entry points 	<ol style="list-style-type: none"> General Solicitation Letter Business Ads for Program Sponsorships for Entertainment or Change Jars General Donations Letters returned undeliverable Some local businesses not

<u>PR</u>	<u>Pre Event Details</u>	<u>Event Day Details</u>	<u>Post Event Details</u>	<u>Misc.</u>	<u>Theme and Poster Contest</u>
<ol style="list-style-type: none"> Media Coverage pre, event day, and post event Program Brochure Creation/Schedule of Events Electronic Brochure Availability Timely Facebook and Email Notifications and requests for information 	<ol style="list-style-type: none"> Early Event Signage Event Promotion, BDN, Maine Edge, Radio Equipment Rental Arrangement (tables, tent, chairs) 	<ol style="list-style-type: none"> Information Booth Trash/Returnables Change Out and Storage Volunteer Breaks \$/Change for HCD Vendors 	<ol style="list-style-type: none"> Trash Pick Up On Grounds Removal of Trash from Site or Dumpsters? Field Clean Up from firework debris Payment for outstanding bills 	<ol style="list-style-type: none"> McBean 5K and Fun Run HA Athletic Events Scheduled? Mail Box HCD Voice Mail? 	<ol style="list-style-type: none"> Weatherbee Theme Flyer Idea Collection Idea Selection Poster Contest Flyer for Theme

<p>5. Program distribution to local community</p>	<p>4. Car Use Donation for Marshall and Contest Winners from Darling's</p>	<p>5. Radio Communication or Cell Phone List</p>	<p>5. Supplemental Electricity Disconnect</p>	<p>5. Field Games</p>	<p>5. Poster Collection</p>
<p>6. Brochure printing and distribution</p>	<p>5. New event signage needed 2015</p>	<p>6. Additional Volunteer Recruitment</p>	<p>6. Removal of all items propane, bounce houses, rented equipment</p>	<p>6. Poster Display for Voting at Hannaford</p>	<p>7. Details/Design Relayed To Brochure Contact</p>
<p>7. Volunteer Shift List per location</p>	<p>7. Pavement holes filled as necessary</p>	<p>7. Volunteer Shift List per location</p>	<p>7. Pavement holes filled as necessary</p>	<p>7. Volunteer Shift List per location</p>	<p>7. Volunteer Shift List per location</p>

8. Winners
Invited to
Participate
Parade

9. Involve
McGraw and
Winterport

10. Tee
Shirts/Gift Cards
to winners of
contests

8. Traffic
control after
parade

9. Handicap
Parking

10. Pets on
grounds

11. Traffic
Control
Fireworks

12.